

***NATIONAL WEATHER SERVICE INSTRUCTION 10-402
OCTOBER 4, 2002***

***Operations and Services
Fire Weather Services, NWSPD 10-4***

FIRE WEATHER SERVICES ON-SITE SUPPORT

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: OS22 (D. Billingsley)

Certified by: W/OS22 (J. Lee)

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Signed	10/04/02
Gregory A. Mandt	Date
Director, Office of Climate, Water, and Weather Services	

Fire Weather Services On-Site Support

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Note: Weather Forecast Offices (WFOs) that have already coordinated Annual Operating Plans (AOPs) which differ from policies/procedures contained in 10-402 may postpone implementation of these policies/procedures until the end of the local fire season. Differences between 10-402 and current AOP agreements must be summarized to the Regions as soon as possible after this Instruction is signed and placed into the directives system. All WFOs must fully comply with 10-402 no later than 11/30/2002.

1. Incident Support. On-site forecast service is a non-routine service available from WFOs with designated Incident Meteorologists (IMETs). IMETs may be dispatched to support:
 - a. Wildland or urban-wildland fires (including high risk or critical resource value prescribed burns)
 - b. Land management coordination and dispatch centers
 - c. Hazardous substance releases

- d. Or any special projects or incidents which fall under the mandate of the NWS

By Interagency Agreement, the NWS will support the land management agencies with on-site meteorological support to wildland fires upon request through the IMET program. Other events listed above may be supported depending upon resources and approval by the appropriate Regional Headquarters and Meteorologist-in-Charge (MIC).

1.1 Certification of IMETs. The NWS Regional Headquarters, through the local MICs, will designate as IMETs those persons qualified to provide on-site services in an Incident Command System using the Advanced Technology Meteorological Unit (ATMU). Training and certification requirements are listed under Instruction 10-405 (Fire Weather Services Training and Professional Development). The IMET must maintain proficiency in providing on-site forecast services and should participate in training conducted jointly by the NWS and the customers.

Regional program managers must ensure IMET meteorological support equipment familiarization is scheduled as needed and designated IMETs remain certified.

1.2 On-Site Services Equipment. The Fire Weather Laptops, ATMUs, and MicroREMS are the main pieces of equipment used by IMETs on deployment, and like the IMETs, considered national fire fighting resources. The Fire Weather Laptops and the ATMU communication equipment are used to provide a mobile platform for data collection and forecast preparation. The ATMU also includes a theodolite to take winds aloft measurements at the site. MicroREMS provides on-site meteorological observation capabilities for the incident.

Only trained personnel will operate the ATMU, and ATMUs will only be dispatched to an incident when a certified IMET is requested.

ATMUs and MicroREMS are generally stored in Federal, state, or local interagency caches. Seasonal changes in the cache locations will be coordinated through Regional Headquarters, the Staff Meteorologist to the National Interagency Fire Center (SMN), and customers at the national level. Units may be pre-positioned to caches anywhere in the country as fire danger requires.

Configuration and management of ATMUs will reside with the National Fire Weather Program Manager (NFWPM) and the SMN in coordination with the Regional Program Managers. The NWS is responsible for assembly and operation of ATMUs, calibration of instruments, ordering contract repair, managing the communications and display equipment leases, and if necessary, scheduling and conducting joint training sessions for NWS and customers. The SMN and NFWPM should ensure that caching agencies will allow access to cached ATMUs by NWS staff for the purpose of restocking, maintenance, and training.

Each Region will assign routine maintenance and restocking responsibility and property management for ATMUs to specific NWS offices. The MICs of these offices should ensure restocking and maintenance of the equipment is accomplished before the equipment is dispatched again.

Emergency maintenance by an office other than the responsible WFO may be required when the ATMU is dispatched out of the local area.

Certain parts of the satellite data retrieval system will be maintained by a contract provider. The IMET Handbook should contain current information on contact points for maintenance and repair of this equipment.

The SMN in coordination with the Regional Program Managers will pre-position the Fire Weather Laptops at various WFOs around the country. Configuration, management, and maintenance is the responsibility of the SMN and NFWPM in Boise. IMETs should contact the SMN when laptops require maintenance or repair.

1.3 Availability of IMETs. All Regions should ensure there are a sufficient number of trained IMETs to meet normal requests for on-site services. By March 1st of each year, the Regions will advise the appropriate land management agency dispatch center(s) and the SMN in Boise, ID, of the following:

- a. Name and location of currently certified IMETs serving those states within the dispatch area.
- b. A 24-hour telephone number where the agency dispatch center will be able to initiate the request for each IMET.

The Regions should also keep the SMN up-to-date on any changes in the status of certified IMETs.

The IMET should be prepared to serve on an incident in his or her area of responsibility, especially during the normal fire season. Availability of the IMET will be determined by the local MIC and the IMET. When an IMET knows in advance that he/she will be unavailable for reasons such as annual leave, station staffing shortages, or personal needs, the MIC and the IMET will note his/her unavailable status on the IMET non-availability roster. This roster will be posted on a password protected IMET website. The SMN will ensure all IMETs are provided URL and other pertinent information for this site by May 1 annually. This roster will be used by the SMN to determine IMET non-availability for dispatch when any office is unable to fill a request.

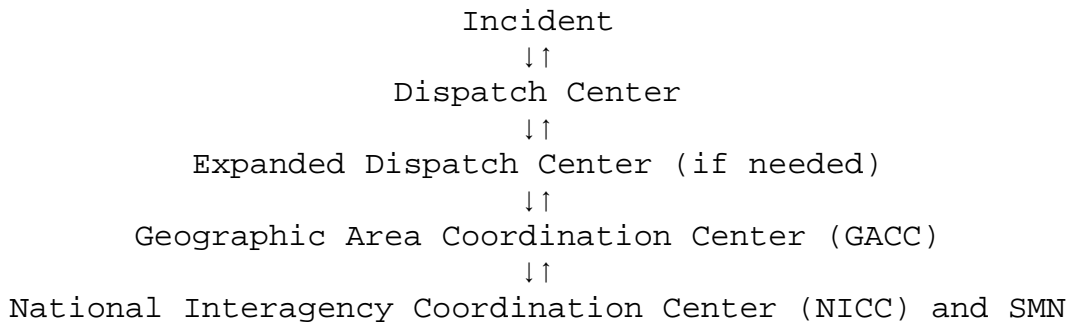
2. IMET Request and Dispatch. Request and dispatch of IMETs and equipment (ATMUs and MicroREMS) should be accomplished through the National Resource Coordination System.

2.1 National Resource Coordination System. The components and functional roles of the major elements of the National Resource Coordination System as related to land management support consists of:

- a. Incidents. Orders for all resources, including NWS assets, are generated at the incident and forwarded to the local dispatch center.

- b. Dispatch Centers. Dispatch centers are responsible for providing logistical support to initial attack and project fires at the unit (Forest, Park, District, etc.) level. A dispatch center requests support from a Geographic Area Coordination Center (GACC) when resources on a unit are unavailable or are exhausted.
- c. Expanded Dispatch. During periods of increased fire activity, an expanded dispatch center may be established to provide enhanced support to large or complex incidents.
- d. Geographic Area Coordination Centers. GACCs act as focal points for internal and external requests not filled at the local dispatch centers. If the resource is not available within their geographic area, the resource request is forwarded to the National Interagency Coordination Center (NICC) at Boise, ID.
- e. National Interagency Coordination Center. NICC is responsible for coordinating movement of all resources between GACCs. NICC is located on the campus of the National Interagency Fire Center (NIFC).

Resource orders follow a systematic sequence, beginning at the incident and then flowing through the system as illustrated below. At the level where the order is filled, the flow reverses back to the incident.



2.2 Requests for IMETs from Land Management Agencies. Resource orders for an IMET in support of a wildland fire incident will follow a similar path to the one presented in 2.1 above. The only difference is the GACC will not try to fill the order if the IMET cannot be found at the dispatch (WFO) level. The GACC will forward the order immediately to the NICC and the SMN. The process is as follows:

- a. An incident will request an IMET from the WFO with fire weather service responsibility for the area. The request will be handled by a dispatch or expanded dispatch center. (If an IMET is not assigned to the local WFO, the dispatch center will send the order directly to the GACC and part c below is followed.)
- b. MICs are responsible for responding to all user agency requests for IMETs to support wildland fires within his/her area of responsibility. Hence, the MIC will either promptly dispatch his/her IMET or notify the dispatch center that he/she is unable to fill the order.

- c. In the case where the MIC is unable to dispatch an assigned IMET, the dispatch center will forward the request to the GACC. The GACC will notify the SMN who will try to locate an available IMET within the GACC's area of responsibility. If an IMET is located, the GACC will then initiate the order for the IMET. If no IMET can be located, the order will be sent by the GACC to the NICC. The NICC will contact the SMN to find an available IMET outside of the GACC's area.

If the NICC is at National Preparedness Level 5, then all orders will go straight to the NICC and the SMN.

Requests for IMET/ATMU support to non-wildland fire events (e.g., insect eradication or seeding projects) are left to the discretion of the local MIC. The SMN can be contacted if assistance is needed in filling these requests from outside the fire weather service area.

2.3 Requests for IMETs from Non-Land Management Agencies. Since IMETs, ATMUs, and MicroREMS are all national resources, requests from non-land management personnel (such as emergency managers in a HAZMAT incident) should be handled in a manner similar to the procedure described above. In the case of an emergency manager, the dispatch center may be a city, county, or state center. Requests may be received at the closest WFO. Since only a portion of the WFOs have IMETs, the WFO should coordinate with their Regional Headquarters and the Regions should coordinate with the SMN on these types of requests. If the closest WFO cannot fill the request, the MIC will contact the responsible Regional Headquarters. The Region should then coordinate with the SMN to provide the IMET and resources. If the request is filled by the local WFO, the responsible Region and the SMN should be notified of the dispatch as soon as possible.

2.4 IMET Dispatch Coordination and Notification. Since IMET dispatches are filled at the local, regional, or national level, coordination and notification are very important in maintaining a viable system of response.

- a. IMETs must keep the MIC informed of their availability for on-site support.
- b. MICs of WFOs with IMETs will report all IMET operational status changes immediately to the SMN in Boise and the appropriate Regional Program Manager. The WFO Boise senior forecaster will record this information when the SMN is not available.
- c. Regional Headquarters will work with the SMN to ensure sufficient on-site capability. To help meet this requirement, Regional Program Managers should keep the SMN up-to-date on any known status changes of their region's IMETs.
- d. When the SMN receives a request for an IMET dispatch, the request should be coordinated with the MIC and IMET, the affected Region, and NIFC logistics personnel. The SMN should also notify the Regions and MICs when fire danger

activity is increasing over an area for which they are not responsible, but could impact their IMETs.

The SMN will maintain a status report of the condition and location of all ATMUs and IMETs and report that status to the regions and the NFWPM. This will include any change in WFO capabilities to meet ATMU operations as well as other circumstances which may impact the operational readiness and capability of NWS IMET support services. The SMN will prepare an end of the year report summarizing IMET/ATMU dispatches by each WFO and GACC area. This report will be provided to Regional and National Headquarters annually.

2.5 Procedures for a Dispatch. Once a WFO receives a call for a dispatch and agrees to support the dispatch, the following procedure should be followed (this process is for a wildfire; the procedure may be similar for non-wildfire events):

- a. The MIC will inform his/her Regional Program Manager and the SMN immediately if the request was filled at the WFO fire weather service area level. The WFO Boise senior forecaster will record this information when the SMN is not available.
- b. The IMET should coordinate with the SMN and make sure an ATMU has been ordered. He/she should also make sure the Fire Weather Laptop is in order and ready to go.
- c. The IMET should get the proper documentation in order. He/she will obtain and/or complete the following:
 - (1) Overhead Resource Order from the requesting agency dispatch center or GACC
 - (2) Equipment Resource Order for the ATMU and/or MicroREMS (if requested concurrently with IMET)
 - (3) Travel Order (local or regional blanket or new order each dispatch)
 - (4) Travel Itinerary from agency arranging travel (usually the GACC or dispatch center)
- d. The IMET should either transport the ATMU to the fire or track its transportation if it is sent from a cache separately.
- e. The IMET should prepare an initial briefing and then travel to the fire.

3. Incident Operations.

3.1 On-Site Procedures. The IMET should do the following upon arrival at a wildfire (each fire camp and its personnel may operate differently, so some variance to the procedure can be expected):

- a. The IMET should coordinate with the WFO that has fire weather responsibility in the affected area as soon as possible. This coordination is best done by visiting the WFO on the way to the incident. If this is not possible, the IMET should call the local WFO as soon as possible after checking into the incident. Thereafter, the IMET should coordinate with the local WFO on a daily basis at a minimum (see section 3.2).
- b. Upon arrival at the incident, the IMET should check in with payroll, meet the Plans Chief and FBAN to give a weather briefing and get his/her work assignment.
- c. While at the incident, the IMET will obtain and/or complete the following:
 - (1) Crew Time Report for daily time keeping
 - (2) Emergency Fire Fighter Time Report (Red Dog) for payroll
 - (3) ATMU Operations Report (WS Form D-21)
 - (4) ATMU Daily Weather Log
 - (5) ATMU Maintenance checklist
 - (6) other documentation as required by the incident
- d. Forecast duties will vary with incident management team requirements, but the IMET should expect to provide daily weather forecasts for the incident, participate in shift briefings, planning and strategy meetings, and coordinate daily with the local WFO and/or with other IMETs at nearby incidents.
- e. The IMET will set-up, operate, and maintain the ATMU and Fire Weather Laptop. Directions for use of the equipment are contained in the IMET Handbook.
- f. The IMET must keep his/her MIC and the SMN informed of his/her status while on the incident.

3.2 Coordination on Incidents. The IMET and local WFO/s should coordinate at least on a daily basis. The local WFO will coordinate with, or at least notify, the IMET of any significant weather threatening the site, and of any watches or warnings they plan to issue that include the incident or nearby areas. If the IMET is located at an incident without phone communication, the WFO should notify the local dispatch office of these types of critical conditions or forecasts, and the dispatch office should be encouraged to then notify the incident and/or IMET.

In cases of watch or warning issuances by the local WFO, the IMET should defer to the local office. However, in the absence of a watch or warning from the local WFO, the IMET has discretion to issue a watch or warning for the incident only. The IMET will coordinate with the local WFO, or in the absence of time, will notify the local WFO of any such issuances as soon as is practicable.

If three or more IMETs are dispatched to fires within one WFO's fire weather service area, the WFO MIC (with help from the appropriate Region) should set-up regularly scheduled conference calls between the WFO forecasters, the IMETs, and the SMN.

3.3 Hazardous Duty. Regulations governing hazard pay are described in the Code of Federal Regulations (5 CFR 550.901). Duty performed under circumstances that could contribute to an accident resulting in serious injury or death is considered hazardous. However, hazard pay is not authorized for duty entered into voluntarily.

3.3.1 Hazard Pay. An IMET may receive hazard pay differential when he/she is required to perform duties associated with responsibilities of the IMET in the immediate vicinity of the fire line. Examples of these duties include:

- Visiting the fire line to conduct a reconnaissance of the terrain (in order to become familiar with the topography that may influence the microclimate and behavior of the fire),
- Assisting the Fire Behavior Analyst (FBAN) or RAWs technicians in siting portable weather observation stations (Micro-REMS or FireRAWs).

The IMET must receive permission from the FBAN, Plans Section Chief (PSC), or Incident Commander (IC) to visit the fire line. The IMET must be accompanied by fire line certified agency personnel when traveling to the fire line.

The PSC or IC has final authority for approving hazard pay differential for IMETs. When authorized, the IMET will enter hazard pay differential on incident time and attendance records (red dog) and gain approval by signature of the PSC. Upon return, the IMET's NWS supervisor will annotate the NWS employee's time and attendance records and attach a copy of the incident time sheet. In addition, the hazard pay hours must be separated from the overtime hours and added to the reimbursable form for payment by the fire.

3.3.2 Non-Hazard Situations. IMETs should not expect to perform activities routinely that are "hazardous" and qualify for hazard pay (i.e., daily trips to the fire line are not required and will be considered routine and voluntary). It has also been determined that aircraft reconnaissance, while desirable, is not required and will be considered voluntary for NWS personnel.

3.4 Duration of Dispatches. The amount of time an IMET will be needed on an incident varies, ranging from a few days to several weeks. As a matter of safety, length of individual IMET dispatches, and hours worked per day, will mirror national wildland firefighter policy as set forth in the National Interagency Mobilization Guide by the firefighting agencies at NIFC. Dispatches and length of workdays may be shorter, as conditions warrant. Dispatches and length of workdays may be longer, with approval from the Incident Commander and the SMN.

4. Release from an Incident. When a fire is declared contained or controlled, the IMET should assess, in conjunction with the Fire Behavior Analyst (FBAN) and Plans Section Chief (PSC), the time requirement for further on-site weather support. The IMET will then relay a tentative time of release to his or her home office, the SMN, and to the Regional Program

Manager. Release from an incident must be fully coordinated with the incident management team.

The SMN will coordinate the rotation of IMETs to fires exceeding two weeks. There should be a 1 to 2 day overlap between the departing IMET and his or her replacement. The outgoing IMET is responsible for briefing the replacement IMET, ensuring that he or she is fully integrated into the incident command system.

A departing IMET will follow the proper demobilization procedures (as stated in the National Interagency Mobilization Guide), coordinating his or her release and transportation with the incident management officials, which may include the FBAN, PSC, and the Incident Commander.

4.1 ATMU Release. Upon release from a contained or controlled fire, the IMET will disassemble and pack the ATMU, initiate the return of the ATMU to the cache or to the NWS office responsible for maintenance and restocking, and track the transportation of the ATMU from the incident.

The IMET will complete the ATMU Maintenance Checklist and place it in the ATMU container where the office responsible for its care can find it. This information should also be noted in the ATMU Operations Report WS Form D-21.

4.2 Post-Dispatch Documentation. The IMET will document the dispatch using the appropriate forms. Most of the administrative paperwork is accomplished by the IMET upon return to his/her home office. The MIC will allow the IMET sufficient time (normally 1 full working day) to complete post-incident administrative duties.

Upon returning from an incident, the IMET will complete the following:

- Travel Voucher
- Time and Attendance Reports
- Report of Reimbursable Expenses

Copies of paperwork will be distributed as follows:

- Administrative Support Center (ASC)
 - Travel voucher (original) with copies of receipts
 - Travel order (copy)
- Regional Program Manager
 - Travel voucher (copy) with copies of receipts
 - Travel order (copy)

- Report of Reimbursable Expenses (original) with copies of Time Report (Red Dog), Resource Order
- ATMU Operations Report WS Form D-21 (copy)
- ATMU Daily Weather Log (copy)

- Staff Meteorologist to NIFC (SMN)
 - ATMU Operations Report WS Form D-21 (copy)
 - ATMU Daily Weather Log (copy)

- Meteorologist-in-Charge (MIC)
 - ATMU Operations Report WS Form D-21 (copy)
 - ATMU Daily Weather Log (copy)

- Local office
 - Travel voucher (copy) with copies of receipts
 - Travel order (copy)
 - Time and attendance reports with copies of Emergency Fire Fighter Time Report (Red Dog)
 - Report of Reimbursable Expenses (copy)

The IMET should keep copies of all paperwork. Paperwork should be retained on-station for at least five years.

The MIC of the dispatched IMET will ensure the IMETs T&A and fire reimbursable documentation covering time spent on a wildfire is properly encoded. The MIC will submit financial reimbursable documents for IMET and WFO staff overtime and other direct fire incident expenses to the Regional Program Manager.

The Regions will ensure appropriate financial documents are filed with NOAA's Office of the Comptroller, Operations Section, in order to recover reimbursable expenses from customers.

Appendix A - IMET Taskbook

**NATIONAL INTERAGENCY
INCIDENT MANAGEMENT SYSTEM**

**TASK BOOK FOR THE POSITION OF
NATIONAL WEATHER SERVICE**

INCIDENT METEOROLOGIST

**(POSITION PERFORMANCE ON A WILDLAND
OR PRESCRIBED FIRE ASSIGNMENT REQUIRED)**

December 1999

TASK BOOK ASSIGNED TO:

INDIVIDUAL'S NAME, DUTY STATION, AND PHONE NUMBER

TASK BOOK INITIATED BY:

OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

LOCATION AND DATE THAT TASK BOOK WAS INITIATED

The Individual Trainee: is a certified National Weather Service (NWS) forecaster who has successfully completed S-290, NFDRS, S-591, routinely provides fire weather forecasts/briefings, and has a knowledge and familiarization of S-490.

The material contained in this book accurately defines the performance expected of the position for which it was developed. This position task book is modeled after the National Wildfire Coordinating Group's task book publication system, and is approved for use by NWS Western Region Headquarters as a position qualification document.

**NATIONAL WEATHER SERVICE
POSITION TASK BOOK**

Position Task Books (PTB) have been developed for designated positions within the National Interagency Incident Management System. Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a certified NWS IMET, will result in a recommendation to the agency that the trainee be certified in that position.

Evaluation and confirmation of the trainee's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. Some positions also require that specific tasks be performed on a wildland fire. Performance of these tasks on other kinds of incidents is NOT qualifying. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated before recommending certification. All bullet statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.

A more detailed description of this process, definitions of terms, and responsibilities are included in the Wildland and Prescribed Fire Qualification Guide 310-1. A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Local Office** is responsible for:

- Selecting trainees based on the needs of the local Weather Forecast Office (WFO) and the Regional Headquarters
- Issuing PTBs to document task performance.
- Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.
- Providing an evaluator for local assignments.
- Tracking progress of the trainee.
- Confirming PTB completion.
- The office Meteorologist-In-Charge (MIC) will sign the NWS certification statement inside the front cover of the PTB, as the certifying official, when all tasks have been initialed and the trainee is recommended by the evaluator for certification.
- Provides documentation and proof of IMET certification.

2. The **Individual** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information to an evaluator.

- Checking in with Training Specialist at incident and completing necessary forms where appropriate.
- Satisfactorily demonstrating completion of all tasks for the assigned position.
- Assuring the Evaluation Record is complete.
- Notifying local MIC when the PTB is completed and providing a copy.
- Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:

- Being certified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
- Completing the Evaluation Record found at the end of this PTB.
- Signing the final evaluator's verification statement inside the front cover of the PTB when all tasks have been initialed and the trainee is recommended for certification.

4. The **Staff Meteorologist to NIFC (SMN) or Regional Fire Weather Program Leader** is responsible for:

- Identifying incident training opportunities.
- Identifying and assigning a qualified evaluator that can provide a positive experience for the trainee, and making an accurate and honest appraisal of the trainee's performance.
- Providing PTBs to approved trainees on the incident when local WFO was unable to provide them.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a close-out interview with the trainee and evaluator and assuring that documentation is proper and complete.
- The Regional Program Leader may sign the final evaluator's verification statement inside the front cover of the PTB when all tasks have been initialed and the trainee is recommended for certification.

INSTRUCTIONS for EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulation in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, and agency: List the name of the evaluator, his/her incident position (on incidents) or office title, and agency.

Evaluator's home unit address and phone: Self explanatory

#: The number in the upper left corner of the experience block identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident, e.g., wildland fire, prescribed fire, search and rescue, flood, etc.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, i.e., several initial attack fires in similar fuel types.

Management Level or Prescribed Fire Complexity Level: Indicates ICS organization level, i.e., Type 5, Type 4, Type 3, Type 2, Type 1, Area Command or prescribed fire complexity level (low, moderate, high).

NFFL Fuel Model: For wildland fire and prescribed fire experience, enter number (1-13) of the fuel model(s) in which the incident occurred and under which the trainee was evaluated.

Grass Group	1. Short Grass (1 foot)	Timber Group	8. Closed Timber Litter
	2. Timber (grass & understory)		9. Hardwood Litter
	3. Tall Grass (2-1/2 feet)		10. Timber (litter understory)
Brush Group	4. Chaparral (6 feet)	Slash Group	11. Light Logging Slash
	5. Brush (2 feet)		12. Medium Logging Slash
	6. Dormant brush-Hardwood Slash		13. Heavy Logging Slash
	7. Southern Rough		

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

Evaluator's relevant red card rating: List your certification relevant to the trainee position you supervised.

Evaluation Record

TRAINEE NAME		TRAINEE POSITION			
#1	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

#2	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
			to		
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a trainee.</p> <p>Recommendations: _____</p> <p>Date: _____ Evaluator's initials: _____ Evaluator's relevant red card (or agency certification) rating: _____</p>					

Evaluation Record (Continuation Sheet)

TRAINEE NAME

TRAINEE POSITION

#3	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
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#4	Evaluator's name: Incident/office title & agency:				
Evaluator's home unit address & phone:					
Name and Location of Incident or Simulation (agency & area)	Incident Kind (wildland fire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Prescribed Fire Complexity Level	NFFL Fuel Model(s)
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QUALIFICATION RECORD

POSITION: INCIDENT METEOROLOGIST

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>GENERAL - DATA ACQUISITION</u> 1. <u>Demonstrate skill in acquiring weather and fire behavior/danger data using a computer and associated fire weather software.</u> <ul style="list-style-type: none"> • Remote access to the Internet, Bulletin Board Systems (BBS), Weather Information Management System (WIMS), the Wildland Fire Assessment System (WFAS), or National Weather Service Offices. • Request and display satellite pictures, radar data and forecast weather maps. • Display and analyze upper air radiosonde data. • Request and display National Fire Danger Rating and RAWs (Remote Automatic Weather Station) data. • Be proficient with fire weather software available on the fire weather computer. 	O		
2. <u>Demonstrate knowledge of ATMU (Advanced Technology Meteorological Unit) components and proficiency in ATMU set up.</u> <ul style="list-style-type: none"> • Assembly and alignment of satellite dish. • Connect satellite dish to PC and download data without use of phone lines. • Align theodolite and track weather balloon. • Compute winds aloft using angles read from theodolite. • Demonstrate proper use of the belt weather kit. • Properly repack ATMU and complete ATMU equipment checklist. 	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
3. <u>Demonstrate knowledge of Micro- REMS (Remote Environmental Monitoring System) components and proficiency in Micro-REMS set up.</u> <ul style="list-style-type: none"> • Determine a representative site for the Micro-REMS and initialize operation. • Retrieve current weather observations via radio. • Retrieve archived weather data using a laptop computer and display. 	O		
<u>MOBILIZATION</u> 4. <u>Obtain complete information from dispatch and make all necessary contacts to facilitate mobilization of ATMU and IMET. Prior to dispatch to the incident, make the following contacts and obtain the appropriate information:</u> <ul style="list-style-type: none"> • Incident name/order number. • IMET Overhead request number. • ATMU Equipment request number. • Reporting location. • Reporting time. • Transportation arrangements for meteorologist and ATMU. • Make arrangements for computer module portion of the ATMU to be transported to the incident. • Names of Incident Commander (IC), Planning Section Chief (PSC), and Fire Behavior Analyst (FBAN). • Check if helium has been ordered. • Prepare NWS Travel Authorization. • Notify requesting agency of estimated time of arrival at incident. 	O		
5. <u>Gather past, present and forecast weather information and prepare to give initial weather briefing upon arrival at incident.</u>	O		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
<u>INCIDENT ACTIVITIES</u>			
6. <u>Incident arrival and check in.</u> Arrives properly equipped at assigned location within acceptable time limits. Checks in according to agency guidelines. <ul style="list-style-type: none"> Acquire and organize adequate work area. Acquire communications equipment: radio, telephones, data communication equipment, and operator. Organize pertinent information in a manner which facilitates effective fire weather analysis. 	I		
7. <u>Begin Unit Log.</u> Initiate chronological log of all major activities. Log should be legible and kept current. Maintain ICS Form 214 (Unit Log) with major activities if required.	I		
8. <u>Meet with FBAN (if one is assigned) and/or check in with the Planning Section.</u> The IMET should obtain and/or provide the following information during his/her initial contact with the FBAN or Planning Section. <ul style="list-style-type: none"> Provide initial weather briefing based on information brought to incident. Determine fire origin, current status. Discuss past weather on the fire. Determine major concerns and objectives of the Incident Management Team (IMT) in which weather could be a factor. Determine meeting schedules, briefing times, and forecast requirements and deadlines. 	W		

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9. <u>Set up ATMU.</u> Work with the FBAN and/or Planning Section Chief to secure adequate work area and shelter for the ATMU and meteorologist. <ul style="list-style-type: none"> Set up and ensure all components for data acquisition are operating properly. 	I		
10. <u>Organize operations.</u> Work with FBAN to accomplish the following: <ul style="list-style-type: none"> Obtain topographic maps of the area. Determine location and availability of nearest NFDRS weather stations. Determine availability of supplementary manual or automated (RAWS) weather observations from nearby stations or lookouts. Discuss area weather with local land management personnel. Determine availability and order Micro-REMS. Determine location for and setup Micro-REMS. Order helium for pibals if required. Survey the fire area. This may include a visit to the fireline, helicopter overflight etc, if required. 	W		
11. <u>Establish an observation network.</u> <ul style="list-style-type: none"> With the coordination of the FBAN, utilize fire personnel with belt weather kits to establish an observation network in the fire area. 	W		

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TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
12. <u>Prepare fire weather forecasts.</u> <ul style="list-style-type: none"> Organize and analyze all available information to produce accurate micro-scale forecasts in standard ATMU format. Ensure the fire weather forecast is included in the Incident Action Plan (IAP). Coordinate forecast with local fire weather products and other IMETS in the vicinity. Provide weather information to Situation Unit for use in ICS Form 209. 	W		
13. <u>Provide fire weather forecast to FBAN for input into the Fire Behavior Forecasts.</u> <ul style="list-style-type: none"> Work with the FBAN as he/she prepares the fire behavior forecast. Resolve any problems or questions in which weather is a key element. Support other personnel (Logistics, Safety, Air Operations, Fire Information) with weather information as requested. 	W		
14. <u>Present weather briefings at times determined by the IMT.</u> <ul style="list-style-type: none"> All briefings (strategy, operational period, etc.) should be tailored to the target audience, focusing on weather elements critical to operations. Simple visual aids should be used when appropriate. 	W/ RX		
15. <u>Maintain verification records.</u> The IMET will work with the FBAN and solicit feedback concerning: <ul style="list-style-type: none"> the accuracy of weather predictions, weather observations from the fireline, progress of control operations, and identification of problem areas of the fire that may need extra detail in future forecasts. 	W		

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16. <u>Continuously monitor the weather.</u> <ul style="list-style-type: none"> As needed, update forecast as soon as possible. Coordinate changes with FBAN and operations. Provide weather updates to Communications for transmission to fireline personnel. 	W		
17. <u>Prepare Documentation.</u> <ul style="list-style-type: none"> Organize all materials assembled during incident (weather maps/charts, radiosonde/winds aloft data, weather observations, weather forecasts/updates, etc.) and place in protective box or folder. Prepare a Fire Weather Summary outlining how the weather affected the incident. Coordinate with FBAN weather materials to be included in incident documentation package. 	I		
18. <u>Replacement IMET</u> <ul style="list-style-type: none"> Work at least one operational period with replacement IMET (when required). Before leaving the incident, brief replacement IMET on all aspects of the incident history, weather, established forecast and briefing schedules, facilities and personnel (when required). 	/R		
<u>DEMOBILIZATION</u>			
19. <u>Demobilization and check-out.</u> <ul style="list-style-type: none"> Receive demobilization instructions from the FBAN or PSC. Coordinate with FBAN and PSC to resolve questions or problems concerning release of IMET and/or ATMU. 	I		

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<p>20. <u>Ensure that incident and agency demobilization procedures are followed.</u> If required, complete ICS Form 221 (Demobilization Check Out) and turn in to the appropriate person. Upon official release:</p> <ul style="list-style-type: none"> • Ensure that the Home Unit is aware of the release. IMETS should notify the MIC, SMN and their Regional Office of the release. • Repack the ATMU and Micro-REMS and arrange with logistics for return of the ATMU to the appropriate cache location, and Micro-REMS unit to the Radio Cache at NIFC. • Include a list of needed supplies and documentation of any hardware problems. 	I		
<p><u>POST INCIDENT ACTIVITIES</u></p> <p>21. <u>Complete NWS required reports and associated paperwork upon return to the office.</u></p> <ul style="list-style-type: none"> • Maintain copies of Incident forecasts, observations, forecast material, operations log, ATMU Report, and expense reports at the local Home Unit. • Complete ATMU Report (WS Form D-21) and the Reimbursable Expense Report. Send originals to the appropriate NWS Regional Office with copies to the SMN at NIFC. 	O		

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